

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Senior Accounting Officer (Specialist) (P/FT) **DATE:** August 22, 2000
Salary Range: \$3,764 - \$4,576

LOCATION: Division of Administration and Finance, Office of Accounting

FILING DEADLINE: Until filled

JOB DUTIES: Under the general direction of the Accounting Administrator I, the Senior Accounting Officer (Specialist), independently performs various duties relating to monitoring of the Agency's Federal Trust Fund, and serve as the lead over the general ledger unit which consists of two Accounting Officers. Duties include:

- Responsible for the accounting and reporting of all Federal programs including the review of the letter of credit drawdown process for federal grants. Complete monthly reconciliations of the appropriation balances for all available fiscal years with the State Controllers for the Federal Trust Fund.
- Monitors and oversees contract payments associated with the Agency's outstanding federal grants paid directly through the Federal Trust Fund.
- Review monthly trial balances for inconsistencies for the Federal Trust Fund.
- Research and correct all errors in compliance with CALSTARS, SAM, and the State Controller's Office.
- Post to CALSTARS all Controllers' receipts, journal entries, correction letter, prepare and post the Plan of Financial Adjustments related to the Federal Trust Fund.
- Monitor and perform necessary table maintenance in CALSTARS related to the Federal Trust Fund.
- Prepare year-end financial statements for the Federal Trust Fund and coordinates year-end activities for General and Special funds.
- Acts in a lead capacity over General Ledger and Foreign Office unit. Review, assist, and give guidance as needed.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Tanya Kendricks

Phone: (916) 445-8852

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
Division of Administration and Finance
Office of Accounting
801 K Street, Suite 1600
Sacramento, CA 95814
Attention: Tanya Kendricks
RPA #00-226